

Job Description

Missouri State Highway Patrol

Class Title: Criminal History Technician I

Title Code: V00573

Effective Date: 05/02/00

Date Reviewed: 8/18/05 JB

Date Revised: 8/23/05

Immediate Supervisor: Fingerprint Technician Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position may work five 8-hour shifts or four 10-hour shifts at the discretion of the Division Director, to include holiday and weekend coverage; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible technical work in the area of criminal history in the Criminal Records and Identification Division. An employee in this class performs diversified duties in the area of criminal history file integrity. The employee coordinates the flow of incoming data from National Crime Information Center (NCIC), Missouri, and out-of-state agencies to ensure that records are entered and kept with the best quality and integrity, and assists in identifying and resolving criminal history file integrity problems. General supervision is provided by a supervisor who reviews work for overall completeness, accuracy and adherence to schedules.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Interprets statutes, expungements of criminal arrest records, criminal history reporting, Missouri Uniform Law Enforcement Systems (MULES) policies, etc., to appropriate criminal justice administrators (e.g., prosecutors, courts, probation and parole, etc.).

Verifies accuracy and completeness of criminal history records in response to record AFIS inquiries from criminal justice agencies, private agencies, and individuals requesting criminal history information; modifies these records as necessary via the CJ25 System.

Process court hold table errors, processes and determines proper entry into the CJ25 system. Corresponds with state court to insure synchronization of information.

Retrieves OPII face sheets, compares and verifies livescan CJ25 and OPII entries. Corresponds with the Department of Corrections in insure synchronization of information.

Corresponds orally and in writing to various law enforcement agencies, prosecuting attorneys, and courts to ensure the accuracy and quality of criminal history records in computer files and MULES; updates records in accordance with state statutes and department policies and procedures.

Reviews state statutes to determine appropriate maintenance necessary on criminal history data and the extent to which dissemination of such data can be forwarded to individuals who inquire.

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Performs manual file maintenance and acts as liaison to the FBI and Interstate Identification Index (III) regarding administrative messages.

Responds to requests from in-state and out-of-state criminal justice agencies to obtain and update data on criminal records for background checks.

Obtains court dispositions from court web sites and determines the final dispositions to update state criminal history.

Performs statistical analysis in order to track criminal history reporting discrepancies among Missouri criminal justice agencies; assists with follow-up calls to these agencies reference their criminal history statistics.

Verifies accuracy of newly entered criminal history data submitted by other law enforcement entities.

Provides criminal court dispositions to and communicates with the National Instant Criminal Background Check System (NICS) required by the Brady Act for clearance on gun purchases.

Explains criminal history rap sheets to the public by telephone or in person.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of record entry and quality assurance policy, standards and procedures.

Knowledge of computer operations and AFIS entry procedures as related to the entry, storage and dissemination of criminal history information.

Knowledge of modern office procedures and methods as they apply to quality assurance activities.

Knowledge of the Missouri judicial system.

Knowledge and functionality of MULES, NCIC, TAS/ADORS, DOR and OP/II computer files.

Ability to work OP/II system, recognizing irregularities.

Ability to work court hold tables, recognizing irregularities.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn Missouri Sunshine Laws and departmental regulations governing the dissemination of criminal history records.

Ability to work with criminal history records in a confidential and professional manner.

Ability to learn and understand the details of the CJ02 system and the current CJ25 criminal history records system; ability to learn and understand the importance of the accuracy of the systems.

Ability to recognize irregularities of record entries as related to quality assurance procedures.

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Ability to establish and maintain effective working relations with others.

Ability to operate computer terminal as related to criminal record entry and messaging of criminal histories.

Ability to maintain accurate records, files and documentation.

Ability to type 40 words per minute with ten (10) or less errors.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited high school or possess an equivalent certification recognized by the Missouri Department of Education.

AND

Three years of some combination of experience as an AFIS Entry Operator or Fingerprint Technician at any level with an in-depth knowledge of the criminal justice system and a comprehensive knowledge of past and current operations in CRID, i.e., rules, regulations, procedures and state and federal laws.

NECESSARY SPECIAL REQUIREMENTS

Must be MULES certified.